

**Tulsa Regional STEM Alliance
Meeting of the Interim Board of Directors
May 19, 2020**

A meeting of the Interim Board of Directors (“Board”) of the Tulsa Regional STEM Alliance (“TRSA”) was held commencing at 4:00 PM on the 19th day of May 2020, via Zoom.

Present

Ms. Susan Crenshaw, Chair
Ms. Anne Adams
Ms. Xan Black
Ms. Stephanie Cameron
Ms. Lucia Carballo
Mr. Mark Dalton
Mr. Ken Davis
Mr. Michael DuPont
Ms. Cherie Humphries
Ms. Lyn Kent
Ms. Angela Kouplen
Ms. Danielle Neves
Ms. Carla Schaeperkoetter
Mr. Raman Singh
Mr. Ray Vandiver

Absent

Mr. Jesse Boudiette
Mr. Jason Brown
Ms. Jacque Canady
Ms. Onikah Caesar
Mr. Nick Doctor
Ms. Sherry Durkee
Mr. Garrison Hanning
Ms. Mandy Leemhuis
Ms. Tiffany Neill
Ms. Tracie Poe
Mr. Jonathan Townsend

Chairman Crenshaw called the meeting to order and asked for a motion to approve the minutes. Humphries made a motion, Singh seconded and the motion passed.

Black introduced Reeya Ramasamy who is the co-chair for the teen advisory council investigation camp. She gave an update to the Board on their summer camp plans.

Dalton provided an update from the internal affairs committee. They began work in January to select a new firm for audits and 990s, which Anne Adams took the lead on and did an RFP process. The committee is also working on the development for compensation and benefits for the organization. They will be replacing an open position soon for the K-20 program manager that become open in March when Kristen Tanner accepted the computer manager position.

Anne Adams gave the treasurer’s report. Adams referred the board to the dashboard and explained that at end of the quarter they had a surplus and a good budget variance. Adams explained that there is 7.5 months of cash on hand and net assets are still in positive, and allocated program expenses are at 76%. The only red showing up on the dashboard is board donations. If you haven’t given a donation yet, please do so.

The operating reserve and cash flow are in good position in the circumstances. They did get approved for a PPP loan at beginning of April and this will be able to be forgiven in full based on the information we need to provide.

Adams also spoke about the RFP process for the audit firm which the internal affairs committee reviewed and selected BKB to be the audit and tax firm. They should start field work in June and completed audit by beginning of August and the draft of 990 by September. Dalton made a motion to accept financial report as prepared for month ending March 31, 2020. Crenshaw seconded and the motion passed. Crenshaw confirmed that audit firm will come and speak to board about their findings and process.

Angela Kouplen gave an overview on compensation planning. They have been looking at market data and where we land in terms of market. They have also been meeting with the Center for Nonprofits and reviewing their data. Dalton and Kouplen have been looking at aligning each role with the responsibilities and functions that they perform for each role. The goal is to outline a salary range and make sure each employee aligns with these roles. The organization's employees are pretty well aligned to the median to the positive side and as a committee they are working toward being one of the higher paid associations so we can get the best talent and reward employees accordingly.

Kouplen explained that they are also looking at benefits and possibly changing them and filling in gaps on any policies, like maternity leave. They want employees to feel like it's a great benefit package. Dalton explained that they are currently looking at a short-term disability benefit that will also provide for maternity leave. They have seen quotes on seven different products that can be cost effective. This will help with cost side of providing maternity leave. Kouplen said that the Center for Nonprofits indicated that for our size of organization and the direction we are moving is appropriate and we are moving in the right direction on this.

Carballo gave a report from the development committee and reiterated what Adams mentioned with Board giving. They are currently at 69% for the year from the Board and any amount is appreciated.

Carballo recapped that the goals for donations, which was originally \$1.3 million for the year. The approved gifts they are about to receive is at \$485,000, along with the PPP loan is about \$900,000. They are short on the \$1.3 million, but Black is working on decreasing expenses and increasing donations, so now they are looking at \$1.1 million in donation goals for the year.

Board members are working on donations in the future including OneOK, Williams and the Chapman Foundation. Black is moving forward with asks and closing gap on where we are and where we want to be. Black also has a few big asks out to United Way, OERB, Williams and GKFS. Black indicated that the Chapman Foundation gave her the green light to apply. Additionally, they will be looking at new funding opportunities and ways to cut expenses.

Dalton asked about how they came up with the estimated budget deficit of \$200,000-\$300,000. Black explained that actual income this year so far is \$342,000, with another \$482,000 that has been approved but they haven't received a check yet. Additionally, they have received \$72,000 from the PPP loan. They have reviewed the historical gifts they have been given in the past and estimated that 50% would come in. All of that combined brings them to \$1.0 - \$1.1 million while looking for new revenue sources and cutting back on expenses.

Black gave the communications committee report in Tracie Poe's absence. The annual report is out and digitally available and they will possibly print hard copies for distribution. The Harvard Pear case study has been published in a professional journal, which is also available for review.

Kent gave a report from the governance committee. They are discussing the official start date for directors' terms. They are thinking the official start date should be the January following the June 2018 appropriation. Until TRSA incorporated in June 2018, the organization was previously operating under Tulsa Community Foundation bylaws. According to these dates, they are looking at the idea that our first full terms of directors began on January 1, 2019, which means that some members who had terms ending in December 2019, would be eligible for another term. They are getting a second opinion on this, but this would impact our slate for 2021.

The committee is also in the process of reviewing board needs and who's terms will expire this year. Crenshaw will be conducting a survey for board feedback and service on the board of directors. She explained that they are looking for ways they can further leverage board member's skills and feedback. This will help ensure they have a very well-rounded and diverse board in many ways.

Kent is reviewing the agreement with TCC on the portion of Black's salary that TCC/TRSA pays and that new agreement will be signed and effective July 1. Kent also gave a reminder on board attendance. Board members required to attend 50% of board meetings at a minimum. Members should not go more than two meeting without at least contacting Crenshaw or Black about their absence. If you are unable to attend two meetings in a row, then it might be time to step back for a while.

Crenshaw explained that she would like to begin highlighting a board member at each meeting to help us get to know one another. The director highlight intention is to share something about a director and how a person's organization interacts with the board and how the person individually interacts with the organization.

Danielle Neves is the Deputy Chief of Academics for Tulsa Public Schools. Neves works closely with content teams and ELA, gifted and talented, library services and everything having to do with design for teaching with the district. Neves explained the importance of the partnership with TRSA and TPS.

Michael Dupont gave a report from the program committee. They are working off the strategic plan and their updates go along the four core areas of the plan. HIVE PD academy had some shifts with summer PD going virtual. They also have the teacher portal currently going through beta testing and is scheduled to launch by fall 2020. They have charted their 2020 goals and figured out when things have to be completed. They will have an RFP that will be out for summer 2021 PD opportunities in September.

The committee is also charged with criteria for evaluating the TRSA programs and they will likely have the evaluation system done in June. They are working on with a lot of organizations in Tulsa that may not see themselves as STEM organizations, but they have STEM concepts that they focus on. They feel it's important that everyone sees STEM in what they are doing and are

more intentional about pulling out those concepts. They would like to provide more support for these types of organizations and help them draw out STEM concepts in their programming.

They are still thinking creatively about setting up STEM charging stations around the city for families interested in programming. Lastly over the next couple of months, they are working toward a draft of a dashboard of regional STEM indicators.

Crenshaw said she is excited about concept of the STEM charging stations in the future. They will be STEM exhibits around the city, which will focus on destination-oriented concepts, like something an oil-related exhibit next to the golden driller. Crenshaw also added that she has heard wonderful remarks from parents on the STEM in a Bag kits and commended the staff on their hard work on that project.

Emily Mortimer gave a report on the shift to virtual programming this summer including events, summer camps and professional development. They had to think creatively in our team meetings to really stretch ourselves to engage students virtually and also still reach students who don't have the resources available.

They are on a schedule to work with RSU to do a public broadcast twice a week and they have STEM challenges and STEM in a bag. Each day of the week, they have a different event going on, either an RSU broadcast airing or a different STEM in a bag and they put the directions online with items you can find around your house. The STEM challenges encouraged people to engage in STEM in a meaningful way through videos made in-house and by partners. The RSU broadcasts are live Skype sessions. They are 23-27 minute segments on live TV with a viewer base of about a million people. The STEM challenge videos are open to anyone who wants to help and participate.

They have delivered over 29,000 STEM in a Bag kits to 13 districts and 35 schools around the area. Tulsa and Union Public Schools have embraced the idea and have been giving out these bags during their lunch deliveries. They have had a number of other districts contact them about getting access to the bags and are working hard to fulfill these requests. This huge effort that is paying off hearing from educators about how excited parents are for this.

They are also working on the elevate educate webinar series which helps prepare counselors for summer camp and prepares them with policies, procedures and best practices. With virtual learning component they are now opening it up to everyone which then became the elevate educate webinar series. They have already done two of them and will be continuing these this summer.

The teen advisory camp is doing a virtual STEM investigation camp. The students who have applied and were accepted will be sent a kit of materials and can engage through the website. If they don't have online access, there is a workbook for them to go through without internet. Mortimer showed the board the website which includes a base model and then always a step up. If students didn't apply for the camp, they still have access and can get the kit materials from local stores. There are videos that relate to the challenges available and students fill out form to view them, which will help team with feedback on what they are working through and

interacting with on the site. They also have access to activities and labs written by partners, which helps the partners engage and put in their expertise.

Crenshaw asked how the camp enrollments are going. She explained they are all full with waitlists going. If people drop out, they can plug waitlisted people in quick. If they stay on the waitlist, they still get information from the website, but they won't receive the kit. They have reached out to all parents and families about new virtual format and got positive responses about it.

Additional camps going on include: STEM investigations camp, summer engineering, medical camp, difference makers camp, STEM without borders, girls coding camp, and conquer youth STEM camp.

All professional development for the summer has been moved to virtual. Mortimer gave a preview of the setup for the Sensational Science experience. There is a mandatory welcome meeting and teachers will get a large box of materials that they can pick up from the office. The partners deadline is tomorrow and all partners created virtual agendas with videos, curriculum and activities. Teachers will work through modules through a live Zoom session that will be scheduled. After the PD is finished with these teachers, there will be open access, and anyone can come in and view these resources. This will help expand it to more teachers.

There is an RFP out for grant money to provide funds for the HIVE. They had a number of organizations that received grants from the HIVE. They checked in with them on their plans and all of them have started their programming and either have postponed or gone virtual. They will work with them to make sure they fulfill the requirements for those grants.

Crenshaw reminded the board that they are still looking for volunteers to build kits and they can be assembled anywhere at home or business. Crenshaw also spoke about the training she attended with Black through the Center for Nonprofits. The class was called "The Partnership" which spoke to how the board chair and CEO should work together.

Crenshaw reminded the board of the August 25 and November 17 meetings. The report deadline for the next meeting is August 14. Having no further business to discuss, the meeting was adjourned.



Susan Crenshaw, Board Chair

Carla Schaeperkoetter, Secretary